



MLCLANT Training & Education Items of Interest

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CALENDAR OF EVENTS

- 1 SEP 07 Verify PDE data for RSWE
- 5 SEP 07 Ethics Training (MLCLANT Contracting Staff)
- 11 to 13 SEP 07 ICS-300 Workshop at MLCLANT (FULL)
- 12 to 14 SEP 07 7th Annual Human Performance Technology Workshop
- 14 SEP 07 Deadline to Change Testing Location of RSWE
- 15 SEP 07 Submission Deadline for the ULDP Video Contest
- 19 SEP 07 MLCLANT "All Hands" Training on Rape and Sexual Assault
- 30 SEP 07 Deadline for the Government Credit Card Training
- 1 OCT 07 Deadline to verify PDE data for SWE
- 1 to 5 OCT 07 Team Leader/Facilitator Workshop (Dates were changed!)
- 11 OCT 07 Financial Survival (TBA)
- 15 to 16 OCT 07 CPEC (Portsmouth)
- 15 to 19 OCT 07 Special Leadership Workshop for MLCLANT Civilians (FULL)
- 20 OCT 07 Reserve Servicewide Examinations (RSWE)
- 23 to 25 OCT 07 Healthy Heart Screening & Workshops (TBA)
- 24 OCT 07 Employee/Labor Relations Workshop (TBA)
- 26 OCT 07 BBA #3 Graduation Celebration (Averett University)
- 1 NOV 07 Servicewide Examinations (SWE) for Active Duty
- ?? NOV 07 ICS-400 (TBA)

We are launching the MLCLANT Learning Management System (MLMS) for quota management of training coordinated by MLCLANT (pf-2). Completions of training will be uploaded to the Training Management Tool (TMT) by YNC Brian Schwandt, and lessons learned will be passed to eLearning at HQ for the CG-wide LMS system that will be available in 2009/2010.

Go to http://webapps.mlca.uscg.mil/CG_MLMS/. We are starting small, but more will be added.

If you do not work at MLCLANT and would like to receive the monthly newsletter, please contact the MLCLANT Training and Education Manager to be added to the special e-mail distribution list: Kathy.A.Nash@uscg.mil or (757) 628-4504.

GMT NOTICE

<http://cgcentralweb.uscg.mil/cLink/00000537>

General Mandated Training (GMT) Notice for MLCLANT Staff was signed on 7 AUG 07. Please use the shortcut link above to access CG Central and scroll down to the bottom to open and read [STAFFNote 1540 GMT 07.pdf](#) 28 KB.

Upcoming training:

- All Hands on **19 SEP 07** – Rape and Sexual Assault
- All Hands (TBD) – Emergency Evacuation/Bomb Threat & Information & Operations Security
- Special Sessions – Human Relations Training – 3 hours – to be held in-house over 2 weeks.

MAKE-UP ETHICS TRAINING

We (pf-2) recently offered the "Ethics" training in the courtroom, but not everyone who needed the training was able to attend. LT Olson has agreed to do another session for MLCLANT members on **5 SEP 07** (Wednesday) from 1000 to 1100. Please make sure anyone in your division who needs the training signs up for this make-up session.

To reserve a quota, please send an e-mail to YNC Brian Schwandt, and he will put your name on the "quota spreadsheet" that he is maintaining.

COMDTINST M5370.8A, Article 3.B.1: "Annual ethics training must be provided to the following personnel...personnel who are required to file either public or confidential financial disclosure reports...procurement officials...and other employees in addition to those listed above if the Headquarters Office Chief, Area, maintenance and logistics command, district commander, or Unit commanding officer determines it is desirable."

Annual training applies only to public financial disclosure report filers (flags and SES), confidential financial disclosure report filers (see COMDTINST M5370.9), and all contracting officers per 5 CFR 2638. Confidential financial disclosure report filers (not public) and contracting officers may simply review written material two out of every three years. Training in the third year must be by a "qualified individual," as defined in 5 CFR 2638.702(a)(2).

CREDIT CARDHOLDER TRAINING

[YNC Brian Schwandt, Asst. Training and Education Mgr.](#)

MLCLANT Division Training officers (TO) were directed to go into Training Management Tool (TMT) and indicate who needs the required training using the Government Travel Credit Card (GTCC) crew member list. Members (military and civilian) who possess a card must complete the mandated training by **30 SEP 07**.

1. Go to <http://www.uscg.mil/hq/psc/govttravelcard/>
2. Select "Cardholder Training" (half way down the page, under Resources/Online Training).
3. Complete the training and take the Travel Card Quiz.
3. Enter name and e-mail address.
4. Complete the quiz and print certificate.
5. Provide a copy of the certificate to your TO for entry into TMT.

TEAM LEADER/FACILITATOR TRAINING

Mr. Peter Stinson will be presenting the "Team Leader and Facilitator (TL-FAC) training at MLCLANT. The dates are **1 to 5 OCT 07** (moved from September). The course is a hands-on course that teaches tools and techniques to help team leaders and facilitators be more effective in leading and assisting groups to improve performance. This course promotes the development of knowledge and skills in the following areas:

- Meeting management,
- Team leadership, teamwork,
- Facilitation, group dynamics, conflict management,
- Communications,
- Systems thinking, and
- Process improvement, problem solving, project management.

ULDP Competencies: Effective Communications, Team Building, Conflict Mgmt. & Strategic Thinking.

To request a quota, please use the new MLMS at

http://webapps.mlca.uscg.mil/CG_MLMS/

HPT: A STRATEGY FOR THE FUTURE

<http://ptcdev2.net/HPT/>

Training Center Yorktown's Performance Technology Center (PTC) will host its Seventh Annual Human Performance Technology (HPT) Workshop **12 to 14 SEP 07** in Williamsburg, Virginia.

LEADERSHIP VIDEO CONTEST

Sent by Ms. Lynne Donahue, CG-133

Leadership Video Contest announced via ALCOAST 342/07.

Recruit your talent and get out your video cameras ... the Leadership Development Center is proud to announce the 2007 Unit Leadership Development Program (ULDP) Video Contest.

Entries should be 5 minutes or less and must be recorded on DVD, mini DV, or VHS. Entries must be accompanied by a short cover page that includes unit name, names of members featured in the video, summary of video leadership topic, and specific leadership competencies addressed.

Entries must be postmarked by **15 SEP 07** and sent to:

ULDP Video Contest
Attn: LT Leverich
Leadership Development Center
37 Mohegan Ave.
New London, Ct 06320

Winning videos will be added as new resources to the ULDP and featured this fall at the 2007 Innovation Expo in New Orleans. Winning units/flotillas will also receive a plaque and a selection of resources for their ULDP library.

More info: <http://www.uscg.mil/leadership/messages/ALCOAST342-07.htm>

PASSING EXAMS

Congratulations to the following members for passing an exam.

LT Emily Reuter	DWINTR	MLCLANT (legal)
YN2 Anthony Nash	Raising ASVAB scores to qualify for OCS/A	LANTAREA (Arev)

OCTOBER 2007 RESERVE SERVICEWIDE EXAM (RSWE)

ALCGRSV 012/07 (DTG 191403Z APR 07) announced the dates and requirements for the October 2007 Reserve Servicewide Examination (RSWE), which is being held on **20 OCT 07** for pay grades E-5 through E-9 at MLCLANT. It is highly recommended all reservists who desire to participate obtain a copy of ALCGRSV 012/07 and thoroughly review it for advancement requirements and deadlines.

Questions regarding eligibility to compete for advancement should be directed to your unit ADMIN/SPO Yeoman. **It is the member's responsibility to be aware of advancement requirements and ensure they are met!**

NOVEMBER 2007 SERVICEWIDE EXAM (SWE)

ALCGENL 109/07 (DTG 171839Z Jul 07) announced the dates and requirements for the November 2007 Active Duty Servicewide Examination (SWE), which is being held on **1 NOV 07** at Tidewater Community College (TCC) in pay grades E-5 through E-6. Active Duty members in pay grades E-4 and E-5 desiring to complete for advancement must meet the following qualifications and deadlines:

- **SWE Waivers:** The November SWE is being waived for the following rates: BM2, DC2, ET2, FS2, GM1, PA1, and PA2. In addition, the following End-of-Course-Tests (EOCTs) are waived for members in the following rates: AET1, AET2, AMT1, AMT2, FS1, HS2, and MST2.
- **SWE Requirements:** To compete for advancement all eligibility requirements listed in Article 5.C.4.B of the CG PERSMAN (M1000.6A) must be met. These responsibilities include:
 - Review Personnel Data Extracts (PDEs) upon receipt of mailed copy and coordinate all corrections with your unit Administrative/Service Personnel Office (Admin/SPO) Yeoman. Corrections must be recorded in Direct Access and visible in the online PDE prior to correction deadline of **1 OCT 07**.
- **SWE Deadlines:** Following are critical deadlines that must be met by active duty personnel desiring to participate in the SWE
 - In accordance with ALCGENL 109/07 all PDE corrections must be recorded in Direct Access NLT **1 OCT 07 and the online PDE must show a status of "ELIGIBLE."**
 - Notify the unit Education Services Officer (ESO) by 1 OCT 07 if an exam needs to be forwarded due to Permanent Change of Station (PCS), Temporary Duty (TDY), or Leave.
 - **PDE Verification:**
 - After reporting discrepancies to your ADMIN/SPO ensure corrective action is taken by verifying Direct Access using the Self Service application. If your PDE has not been corrected notify the Personnel Service Command (PSC) by e-mail prior to the PDE correction deadline of **1 OCT 07**. Use the following global e-mail address to notify PSC: PSC-DG-ADV.

Questions regarding eligibility to compete for advancement should be directed to your unit ADMIN/SPO Yeoman. Remember, ultimately it is the member's responsibility to be aware of advancement requirements and ensure they are met!

TUITION ASSISTANCE (TA) UPDATE

The new Tuition Assistance (TA) Request form is at
http://www.uscg.mil/HQ/CGI/downloads/forms/CG_Form_4147.pdf

The new TA Waiver form is at
http://www.uscg.mil/HQ/CGI/downloads/forms/CG_Form_4147-1.pdf.

FY07 TA applications/waivers with course start dates through 30 SEP 07 must be submitted NLT 14 SEP 07 to CG Institute through the ESO. Any FY07 TA applications submitted after 14 SEP 07 will not be guaranteed processing due to FY07 closeout constraints. FY08 TA request forms for course start dates of 1 OCT to 12 OCT 07 may be submitted to the ESO starting on 17 SEP 07.

COAST GUARD FOUNDATION EDUCATION GRANT PROGRAM (CGFEGP)

http://www.uscg.mil/hq/cgi/College_Funding_Assist/foundation_Grant/index.html

The Coast Guard Foundation Education Grant program (CGFEGP) is for active duty E-3 to E-9 and reserve E-3 to E-9 currently serving on active duty orders of at least one year. The maximum reimbursement per calendar year (CY) is \$350.00.

This grant program provides reimbursement for text books and miscellaneous educational expenses. See the list of commonly claimed expenses - the list is not all-inclusive.

Starting in CY 2007, there is no longer a two (02) year time in service requirement for active duty personnel.

Reservists are still required to be currently serving on active duty orders of at least one year at the time of application submission.

VAN PUTTEN FAMILY SCHOLARSHIP

http://www.uscg.mil/hq/cgi/College_Funding_Assist/VPFS/index.html

The Vander Putten Family Scholarship (VPFS) program is for active duty members E-3 to E-9 and reserve members E-3 to E-9 currently serving on active duty orders of at least one year.

The VPFS program provides reimbursement for text books and miscellaneous educational expenses not covered by the Coast Guard Foundation Education Grant (CGFEG). The VPFS grant amount is up to \$500.00 per calendar year.

There will be a total of 50 grants:

- Eight grants for pay grades E-3 thru E-6
- Six grants for pay grades E-7 thru E-9

Applicants must have received full reimbursement (\$350.00) during the same calendar year under the CG Foundation Education Grant Program (CGFEGP).

COAST GUARD MUTUAL ASSISTANCE (CGMA)

<http://www.cgmahq.org/>

QUESTION/ANSWER ON SEG AND CGFEGP

http://www.uscg.mil/hq/cgi/College_Funding_Assist/foundation_Grant/index.html

Sent by CWO Joe Harvey, CG Institute

Question: Can a member apply for both SEG (Supplemental Education Grant) through CGMA and the Coast Guard Foundation Education Grant Program (CGFEGP)?

Answer: *A member can submit a SEG application and CGFEGP application concurrently and/or independently of each other. Since the grants are two separate pots of money handled by two different offices, we do not require members to max out their SEG grant first.*

However, if I get a CGFEGP application for tuition costs that could be covered by TA; I refer the member back to TA for a corrected authorization form. We want members to max out their TA benefits before submitting a CGFEGP application.

QUESTION/ANSWER ON COLUMBIA COLLEGE

Sent by Ms. Sue Riley, CG Institute

Question: My CG transcript indicates 12 college credits for Columbia College. My current school wants proof. How do I get it documented?

Answer: *Columbia College offers additional college credit to CG members who matriculate with their college. The credit is based on the experience level of the member in the Coast Guard. The member can earn anywhere from 4 to 12 additional hours of credit.*

*For example, if a member has completed basic military training and has been in the Coast Guard for less than a year, the member can earn 4 semester hours of lower level credit. The credit falls into the free elective credit category. The credit does not accumulate, but will reach a maximum credit of a total 12 semester hours. **The member can apply this credit only if he or she earns a degree through Columbia College, but the credit will not transfer to another college.***

REQUEST FOR AN EDUCATIONAL ASSESSMENT

http://www.uscg.mil/hq/cgi/Institute_Forms/1561.pdf

<https://uscged.mmac.faa.gov/>

Sent by Mr. Dave Rock, CG Institute

Per the instructions in block 4 of the CGI-1561 - Reverse of official transcripts is required. Also we are no longer accepting the Internet transcripts. We must now require either the original or photocopy of the official transcript (front and back).

[In other words—copy both the front and back. The back usually has the grading scale of the school.]

BENEFITS.GOV

GovBenefits.gov is the official benefits website of the U.S. government, with information on over 1,000 benefit and assistance programs. **Go to** http://www.govbenefits.gov/govbenefits_en.portal, and then click on **Education/Training**.

AUGUST DANTES BULLETIN

The August DANTES Information Bulletin (DIB) is now online at
http://www.dantes.doded.mil/dantes_web/newsletter.asp.

STUDENT EMPLOYEE THANKS THE COAST GUARD

Sent by Mr. Clayton Barbier, ISC New Orleans

The Coast Guard has equipped me with the experience I will need to excel in the future, especially in my journey to achieve my life-long career goals.

First and foremost, I would like to take this opportunity to thank a few individuals who have helped shape me into the individual I am today. Ms. Jennifer Loudermilk, now the Vehicle Manager for ISC New Orleans, was the selecting official for my job. If it wasn't for Jennifer, I wouldn't have had the opportunity to experience such a wonderful organization like the Coast Guard or the opportunity to embark in a federal government career.

Ms. Lori Matherne, the Command Staff Advisor for the Southeast Region of CG Civilian Personnel, and Ms. Thea Ness, Ms. Matherne's assistant at the time, were instrumental in ensuring that my student appointment was in-check by processing SF-52 documentation, student paperwork, and other required information. I appreciate their on-going support.

I started my employment with the Coast Guard in 2003 as a summer hire. It was such a culture shock. Working side-by-side with a military workforce was something that I was not familiar with. It was a bit overwhelming at first, but I was quick to adapt. I took classes part-time at a local college where I eventually received my Associates Degree in Computer Technology.

After speaking with a colleague at ISC New Orleans, I learned about Upper Iowa University's distance-learning program. After reviewing their course catalog and services, I decided to apply. Now, about two years after receiving my Associates Degree, I can say that I'm a proud graduate of UIU with an undergraduate degree in Information and Technology Management.

As for my job with Integrated Support Command New Orleans, I held many collateral duties. I tried to be the jack-of-all-trades. My primary duty was the development of the unit's websites. In my capacity as the Web Content Manager, I had the opportunity to learn a variety of web-programming languages, such as Active Server Pages (ASP). I put my skills to use during one of the most critical times of our unit. Following Hurricane Katrina, ISC New Orleans had trouble locating their personnel. This was because the recall system that was currently in use did not have the required emergency contact information for its personnel. I used my ASP knowledge to transition a manual, paper-based system to a dynamic web-based portal with the ability to store our members' records in a central database which provided the command with real-time, instant access to their employees' most valuable contact information.

More recently, I was selected by Electronics Systems Support Unit as a Local Systems Manager for ISC New Orleans. With this new responsibility, I was able to perform a variety of hardware and software work on non-standard and standard Coast Guard workstations, laptops, and other business machines. I was also able to work with the Information Systems Security Officer with implementing an auditing system for the ESU's AOR. As an LSM, I've managed user accounts through Active Directory and various other administrative tools under the Windows Server 2003 Administration Tools Kit. With my role as an LSM, I was responsible for supporting over 100 workstations, and have responded to an estimated 45-60 trouble-tickets a month. I've also conducted Automated Information Systems (AIS) Security briefs for all new incoming personnel, which outlined the procedures, protocols, and best practices in Information Security and Assurance. I was responsible for rebuilding user profiles and re-imaging workstations to meet the requirements of the Coast Guard's standard workstation configuration. This included installing and configuring Windows XP Professional with various post-installation software packages and configurations.

The Coast Guard gave me the opportunity to apply my educational skills in the field in alignment with my career goals. I'd recommend the Student Intern Program to anyone, especially with an interest in the federal government. The opportunities to display your potential are endless. A special thanks to Dr. Kathy Nash for establishing such a great program at MLC. Your program has given students like me all over the nation an opportunity to pursue their dreams. Thank you!

STUDENT EMPLOYEE UPDATES

Welcome new student employee **Adrian Bowser**, Admin Clerk, Elizabeth City
Ms. Bowser is working under the guidance of Ms. Katherine Daniel, ESO/TO

MR. CLAYTON BARBIER -- STUDENT EMPLOYEE OFFERED THREE JOBS!



Ms. Lori Matherne, Ms. Thea Ness, Mr. Clayton Barbier, and Ms. Jennifer Loudermilk

MLMS DESIGNERS



Two former student employees, **Ms. Jessica Woodson** and **Ms. Marci Sutton** (left to right), were instrumental in the development of the MLCLANT Learning Management Systems (MLMS) under the guidance of Mr. Mike Maness (contractor) and LT Don Hunley. The students graduated from their degree programs. Ms. Woodson now works for IBM and Ms. Sutton was hired to work at MLCLANT.

STUDENT EDUCATIONAL EMPLOYMENT PROGRAM (SEEP)

Every November, MLCLANT (pf-2) puts out a message soliciting packages for the Student Educational Employment Program or SEEP. A board of ten members determines the placement of the students. For more information about the program go to <http://cgweb.lant.uscg.mil/pdiv/training/interns.htm>.

TROY GRADUATION CELEBRATION



Mr. Larry Gansz—Class Rep

The following are the official photos from the MLCLANT & Troy University "Partnership in Education" in MSM Celebration. MSM is the acronym for Master of Science in Management with a focus on Leadership. Back in March 2005, over 30 expressed an interest in the program, but those listed below had the persistence to follow through, which is not easy working a full-time job and taking graduate-level courses. This was a celebration to bring the whole group together one last time. Way to go GRADS!!! Please wish them congratulations whenever you see them.



Ms. Erin Bass, CDR Lincoln Benedict, Ms. Connet Broadnax, Ms. Wendy Culbreth, Mr. John Curcio



Ms. Jackie Dickson, CWO John Doggett, Ms. Mia Grant, Ms. Jeanie Thorne, Ms. Xiomarys Vargas

AVERETT GRADUATION CELEBRATION

The next onsite graduation celebration will be held on 26 OCT 07 (Friday). This group will be finishing their BBA (Bachelor of Business Administration).

TIDEWATER COMMUNITY COLLEGE

Are you interested in taking a college course at lunchtime?

Please contact YNC Brian Schwandt to ensure you are on his special e-mail bang list. He is trying to set up either a "Geology" or "Spanish 1" course. Both are four-credit courses. If no instructor can be found, he will be setting up an "Access" course, which is a one credit course.

NEW DEGREE PROGRAM STARTING AT MLCLANT

The following students are starting a new degree program at MLCLANT on 28 AUG 07. They will be working on an Associate of Science in Business Administration (ASB). They will finish their degree program on 29 JUN 10.

The courses they will be taking are Introduction, Applied Psychology, Visual Arts, Intro to the Old Testament, Intro to Writing & Research, Human Ecology, Principles of Mathematics, Computer Info and Processing, Leadership, Intro to Economics, Intro to Literature, Astronomy, Intro to the Old Testament, Social Problems, Principles of Accounting, Business Mgmt, History of the Theater, Intro to Marketing, Applied Financial Principles, and finish with the Business Case Study.

Please offer your encouragement to the following students:

Ms. Peggy Galloway, Class Rep, MLCLANT (p-sec)
YN3 Fatima Bonilla, LANTAREA (Ae)
YN3 Tamira Calhoun, MLCLANT (I)
Ms. Pam Carter, MLCLANT (vad)
SK2 Askia Edwards, MLCLANT (fpb)
MKC Michael "Thor" Evans, MSRT Chesapeake
PS3 Leonardo Figuereo, Station Little Creek
CWO4 Cecil Hurt, CG Exchange System
YN3 Charles McGill, LANTAREA/D5 Portsmouth
YN2 Michael Penn, MLCLANT (I)

Ms. Traci Whitfeld, Tech Support, LANT/D5 (Aa)
FS1 Fernando Perez, MIFC LANT
YN3 Sarah Pusey, MLCLANT (Is)
Ms. Beverly Taylor, MLCLANT (f)
SK2 Ratae Thicklin, MLCLANT (pf-4)
Ms. Danielle Tonsel, MLCLANT (fcp-1)
MKC Brett Simmons, MLCLANT (vr-3)
Ms. Tina Stephenson, MLCLANT (fpb)
OS1 Gregory Welch, CAMSLANT

COMMANDANT'S PERFORMANCE EXCELLENCE CRITERIA (CPEC)

See ALLCOGARDFIVE 014/07

District 5 and MLCLANT are hosting the Commandant's Performance Excellence Criteria (CPEC) Orientation: How to Effectively Manage Using the CG's Management Framework from 15 to 16 OCT 07.

Participants will learn how the CPEC can be used as a management tool at their unit and within their work environment. They will discuss examples and learn techniques to improve performance in the areas of leadership, planning, customer focus, measurements, human resources, process management, and getting results.

The target audience is E-6 to E-9, W-2 to W-4, O-1 to O-5 (active duty and reservist), GS-7 to GS-14, and Auxiliarists. No paid travel tonos are available to attend this road show. No AFC-30T (training) funds will be used to cover travel or per diem.

To request a quota use the request form at http://cgweb.lant.uscg.mil/pdiv/training/no_cost_form.doc and send to YNC Brian Schwandt. The POCs are Dr. Kathy Nash & LCDR Barbara Anderson.

OFFICER ACCESSION PROGRAMS

Are you interested in becoming a CG Officer?

Then take the time to read and to understand the message located at <http://cgwebdocs.comdt.uscg.mil/hsct4/commcen/Archives/GENMSG2007/ALCGRECRUITING/alcgrecurring009-07.txt>

Please contact your servicing ESO for assistance. At MLCLANT, Mr. Bob Hargrove is on the 9th floor.

HAVE A GREAT COAST GUARD DAY!!!